


# FLORIDA HIGHWAY PATROL

## POLICY MANUAL

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|  | SUBJECT<br>ORGANIZATIONAL STRUCTURE              | POLICY NUMBER<br>4.01     |
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### 4.01.01 PURPOSE

To describe the organizational structure and principles of command adopted by the Florida Highway Patrol in the performance of its legal mandate.

### 4.01.02 AUTHORITY

- A. The authority and responsibility afforded the Director of the Florida Highway Patrol is defined in Section 321.02, Florida Statutes.
- B. The functions, principles and duties of Florida Highway Patrol members are defined in Section 321.05, Florida Statutes.
- C. The Florida Highway Patrol is a component of the Department of Highway Safety and Motor Vehicles, whose Executive Director is accountable to the Governor and cabinet, as provided for in Chapter 20, Florida Statutes.

### 4.01.03 POLICY

It is the policy of the Florida Highway Patrol to implement measures which will ensure that its members and non-sworn employees are fully acquainted with their duties and obligations under the law and with the administrative structure which has been established to support those activities.

### 4.01.04 DEFINITIONS

- A. **CALEA** - Commission on Accreditation for Law Enforcement Agencies.
- B. **CFA** – Commission for Florida Law Enforcement Accreditation, Inc.
- C. **FUNCTIONAL CONTROL** - Authority and responsibility to direct the efforts of members or non-sworn personnel or technicians engaged in enforcing the law, conducting an investigation or delivering an authorized service, in order to ensure timely and efficient execution of duties and full compliance with the Division's mandate. Functional control exists in a realm outside the traditional chain-of-command, and its bestowal may involve delegation of total or limited command authority.

#### **4.01.05 OBJECTIVES**

- A. To acknowledge the mandate conferred upon the Florida Highway Patrol and the authority and responsibility designated to its Director.
- B. To define the Division's organizational structure and the responsibilities and functions consigned to its components.
- C. To enact measures which will ensure command succession.
- D. To convey prominent principles of command.
- E. To ensure communication, coordination, cooperation and efficiency in the delivery of law enforcement services.

#### **4.01.06 RESPONSIBILITIES**

- A. Director, Florida Highway Patrol: Authority and Responsibilities - Authority to command, staff, equip and direct the activities of the Florida Highway Patrol is vested in the Director, pursuant to the provisions of Section 321.02, Florida Statutes.
- B. Authority/Duty of Members - Florida Highway Patrol officers are declared to be conservators of the peace and law enforcement officers with statewide jurisdiction, in Section 321.05, Florida Statutes.

#### **4.01.07 PROCEDURES**

##### **A. ORGANIZATIONAL STRUCTURE**

- 1. Organizational Placement - The Florida Highway Patrol is a component of the Department of Highway Safety and Motor Vehicles.
- 2. The Director, Florida Highway Patrol, reports to the Executive Director, Department of Highway Safety and Motor Vehicles along with other Division Directors, including:
  - a. The Division of Administrative Services.
  - b. The Division of Driver Licenses.
  - c. The Division of Motor Vehicles.
  - d. Information Systems Administration.
- 3. An organizational chart and functional description of each organizational component shall be maintained on the Division Intranet accessible to all employees.

##### **B. DIRECTING PERSONNEL**

1. Principles of Command

- a. Members, appointed/promoted/granted any supervisory or management authority shall exercise responsibility for:
  - (1) Directing the workforce consigned to their respective command.
  - (2) Effective utilization of resources.
  - (3) Developing the professional capabilities of subordinates.
- b. Unless exigent circumstances prevail, the span of control for managers/supervisors shall not exceed seven to ten subordinates for day-to-day operations.
- c. Each organizational component shall be under the direct command of a single supervisor, who shall maintain accountability for the actions of members/non-sworn employees under his/her command.
- d. Each member/non-sworn employee shall be accountable to only one supervisor/manager at any given time and shall obey the lawful orders and instructions of persons assigned to direct their activities.
- e. Except as noted below, personnel assigned to field specialty functions (duty officer, public affairs officer, pilot, etc.) shall be supervised by the commander of the installation/organizational component in which they serve.
  - (1) Functional control exercised by command personnel assigned to coordinating positions (Chief Public Affairs Officer, Chief Pilot, etc.) shall be limited to providing technical guidance or general job specialty information and not to the day-to-day supervision of such members' /employees' activities.
  - (2) Personnel assigned to the Bureau of Investigations shall remain under the supervision and control of the Chief of Investigations.

2. Authority and Responsibility

- a. Members/non-sworn employees who are assigned the responsibility to perform a given task(s) shall be afforded the commensurate command or functional authority to effectively execute their duties.
- b. Members/non-sworn employees shall be held accountable for the judicious use of such authority as may be granted to them for its application in accordance with the provisions of law and in compliance with directives contained within this Manual.

3. Chain of Command - Members/non-sworn employees shall acquaint themselves with positions identified in their respective chain of command and shall afford deference to persons occupying supervisory/management positions.
  - a. For purposes of unifying and coordinating the efforts of the Division, orders and instructions shall be communicated downward through the chain of command to respective operational components.
  - b. Requests to contact superiors for official purposes shall be transmitted up the chain of command through succeeding managerial levels.

C. COMMAND SUCCESSION

1. Assignment of a subordinate in an "acting" or "temporary" assignment will be made when an incumbent commander/supervisor will be absent from official duties and/or unavailable.
2. The incumbent will select the subordinate who will be assigned to act on behalf of the incumbent during the incumbent's absence.
3. Such assignment shall be based upon the requirements of the position and the qualifications of those persons reasonably available to perform the work.
4. Notification of the assigned individual and subsequent affected personnel will be made in a timely manner by whatever means of communication necessary to ensure adequate notice.
5. Notification of the assignment will include the following information:
  - a. Name, rank, title and location/telephone number of the individual assigned to the acting or temporary position in the absence of the incumbent.
  - b. Beginning and ending dates and times of the assignment. (If the information is not completely available at the time of assignment, an estimate of the pertinent information will be provided.)
  - c. Any special limitation(s) imposed on the acting or temporary authority of the assigned individual.
6. Notification by the chain of command will be as follows:
  - a. Deputy Directors will notify the Director, other Deputy Directors and Troop Commanders.
  - b. Troop Commanders will notify their respective Deputy Director.
  - c. Troop/District Commanders will notify their respective Deputy Director and subordinates to the level of unit supervision. In all

instances involving a Troop Commander, the communications center for the respective installation will also be advised.

- d. Section and unit supervisors will notify their respective immediate supervisors and subordinate personnel.
- 7. A Deputy Director may require other positions or personnel to fulfill similar requirements in their absence and will establish procedures for those notifications.
- 8. In the event that an incumbent is unable to comply with an assignment due to unusual or special circumstances, the assignment and subsequent notifications will be made by the incumbent's immediate supervisor.

#### D. COORDINATING DIVISION FUNCTIONS

- 1. Command personnel shall encourage and support the exchange of information among components of the Division in order to enhance the efficiency of the enforcement effort. Such exchanges shall, at a minimum, include:
  - a. Legal updates.
  - b. Officer safety information.
  - c. Enforcement intelligence.
  - d. Changes in procedures/directives.
  - e. Promotional/career development opportunities and employee benefit information.
- 2. Information may be conveyed to subordinates utilizing any combination of the following methods:
  - a. During routine annual firearms qualification.
  - b. During scheduled meetings/annual training.
  - c. Through the issuance of newsletters or special orders.
  - d. In meetings or special briefings conducted by subordinate supervisors.
  - e. Through electronic means such as Mobile Data Terminals (MDT's), personal computers, blackberries, etc.